

2015 – 2016 YEAR-END UNIT ACCRUAL PROCESS - EMERGENCY WORKER ACCRUALS (FC – 42s)

3772

(No.148 May 2016)

Purpose

These procedures are to be used by staff that process and audit emergency worker timesheets (FC-42s) to record FC-42 documents that have not been entered in HFD. This is required for fiscal year-end statement reporting as referenced in the State Administrative Manual (SAM).

Reference/Authority SAM 7950-7982, 8380, 8422.1, 10600-10615, 19305

Source of Document Units - FC-42 personnel

Forms/Related Documents

AO-59	FC-42 Emergency Fire Time Transmittal Letter
AO-73	Year End Accruals Form

Due Dates

July 1	FC-42 accruals received in DAO for pay period beginning June 5 and thereafter through June 30
July 5	AO-59s and check foils dated June must be received in DAO

Units FC- 42 Personnel

1. Submit **estimated** gross pay amounts for pay periods beginning June 5, 2016, and thereafter through June 30, 2016. Use AO-73 Year End Accrual form.
 - a) Summarize total of gross pay with the same Index, PCA and incident number from the FC-42s. Use object code 033.05. NOTE: AN INCIDENT NUMBER IS REQUIRED FOR PCA 009XX or 031XX OR ANY PCA REQUIRING AN INCIDENT NUMBER.
 - b) Assign an AP document number (Refer to Crystal Reports\HFD Reports\ Chart of Accounts\ 3.1 – Document Number Schematic.)
 - c) AO-73s must be received in DAO no later than July 1 using any of the following methods:
 - By email:
 - Send accruals with incident numbers **only** to Efund.Accounting@fire.ca.gov
 - Send accruals with no incident numbers to Labor.Accounting@fire.ca.gov

- By mail: Mail all accruals to DAO, PO Box 944246, Sacramento, CA 94244-2460. **Accruals with incident numbers should be sent to the attention of Abraham Gaerlan in ERBU and all other accruals should be sent to the attention of Betty Bradley in Labor Accounting.**
2. Submit **actual** gross pay amounts for pay period ending June 4, 2016. Checks must be issued by June 19 and received in DAO no later than July 1.
 3. Send AO-59 with FC-42s and check foils dated June 5 and after to DAO Fund Accounting. On top of AO-59, write "PRIOR YEAR."

YEAR-END CONTACTS

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AO-59 & check foils	Pancho Villanueva	(916) 653-2714
AO-73	Betty Bradley	(916) 653-4266
General questions	Linda Rodriguez Kathleen Williams	(916) 653-3909 (916) 653-2794
Submit year-end documents to:	<ul style="list-style-type: none"> ▪ By email attachment: Email the report with incident numbers to Efund.Accounting@fire.ca.gov or email without incident numbers to Labor.Accounting@fire.ca.gov • By Mail – Mail To: DAO/Labor Accounting PO Box 944246 Sacramento, CA 94244-2460. 	

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[\(see Forms or Forms Samples\)](#)